

FEE: \$80

Payable to:
Maine State Treasurer
(1421 \$80)

REAL ESTATE AGENCY APPLICATION

MAINE REAL ESTATE COMMISSION
35 STATE HOUSE STATION
AUGUSTA ME 04333-0035

FOR MREC OFFICE USE ONLY

CHECK NO _____

AMT _____

CASH NO _____

APPRVL DATE _____

LIC NUMBER _____

LIC TERM _____

Instructions: Read instructions carefully before completing your application. Print clearly in ink and include all required enclosures. Mail your application to **Maine Real Estate Commission, 35 State House Station, Augusta, Maine 04333-0035**. Incomplete applications will be returned.

All applicants must:

- Furnish Federal Employer Identification Number. Individual Proprietors may use Social Security Number;
- Open a trust account in a bank authorized to do business the State of Maine, pursuant to 32 M.R.S.A. §13178; and
- Have a fixed and definite place of business, pursuant to 32 M.R.S.A. §13173(5).

See 32 M.R.S.A., Chapter 114 for other laws relating to agency licensure.

**Corporations
Limited Liability Companies
Partnerships**

- Include name, home address and office held for each officer/partner/member on a separate sheet of paper.
- Include file number assigned by the Maine Secretary of State (out of state entities must also register).
- Nominate a designated broker on Page 2.

Non-Resident Applicants

- Include agency letter of certification from resident state and any other state where agency is licensed. Letters of certification must be less than thirty days old at time of application;
- Include designated broker letter of certification from resident state and any other state where agency is licensed. Letters of certification must be less than thirty days old at time of application;
- Include Irrevocable Consent to Service form (available on Maine Real Estate Commission website)

AGENCY LICENSE TYPE (CHECK ONLY ONE):

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> INDIVIDUAL PROPRIETORSHIP | <input type="checkbox"/> CORPORATION | <input type="checkbox"/> ASSOCIATION |
| <input type="checkbox"/> LIMITED LIABILITY COMPANY | <input type="checkbox"/> LIMITED PARTNERSHIP | <input type="checkbox"/> PARTNERSHIP |

AGENCY LEGAL NAME: *If an Individual Proprietorship, this is the Designated Broker's name*

AGENCY TRADE NAME

DESIGNATED BROKER'S NAME

DB LICENSE NUMBER

DB EXPIRATION DATE

AGENCY ADDRESS (enter full street address here)

Street

City

County

State & Zip

Phone number

Fax Number

Email Address

Company Website

AGENCY MAILING ADDRESS (if different)

Street or PO Box

City

County

State & Zip

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)

CORPORATION FILE NUMBER (ASSIGNED BY MAINE SECRETARY OF STATE)

LTD LIABILITY NUMBER OR LTD PARTNERSHIP NUMBER (ASSIGNED BY MAINE SECRETARY OF STATE)

STATE OF MAINE DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION - OFFICE OF LICENSING & REGISTRATION

Office Information: Courier/Delivery address: 122 Northern Avenue, Gardiner, Maine 04345

Phone: (207) 624-8518 Fax: (207) 624-8637 Hearing Impaired: (888) 577-6690 web: www.maine.gov/professionallicensing

Has this agency, the designated broker or any of the applicant agency's members, officers, or directors ever been convicted by any court of any offense? ☐ NO ☐ YES

If yes, provide a written statement on a separate sheet of paper than includes the date of the offense and a detailed description of the events surrounding the conviction. Submit your written statement and a copy of the court judgment(s) with this application.

Important note: Failure to disclose convictions may result in fines, suspension and/or revocation of a license.

OTHER BUSINESS: Is the applicant engaged in any business other than real estate brokerage ? ☐ YES ☐ NO

If yes, state nature of business:

STATEMENT BY OWNER (NOT REQUIRED FOR INDIVIDUAL PROPRIETORS:

I *printed name of agency owner or authorized individual* hereby appoint *printed name of designated broker* to act as designated broker for the real estate agency applying for licensure by this application.

Agency owner's signature

date

STATEMENT BY DESIGNATED BROKER:

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I understand that the Maine Real Estate Commission will rely upon this information for issuance of my license and that this information is truthful and factual. I further understand that sanctions may be imposed including denial, suspension or revocation of my license if this information is found to be false.

DESIGNATED BROKER'S SIGNATURE

DB LICENSE NUMBER

DB EXPIRATION DATE

According to Chapter 400, Section a(3), the designated broker may designate another person to assist in administering the provisions of the Commission's rules. If you wish to nominate designees at this time, please enter their name(s) and license number(s) below and have them sign this application.

Designee's name and license #

Designee's signature

Designee's name and license #

Designee's signature

Designee's name and license #

Designee's signature

CREDIT CARD AUTHORIZATION INFORMATION

Application fee: \$80. If you wish to pay by check, please make payable to "Maine State Treasurer." If you wish to pay by Mastercard or Visa instead, please fill out the following information:

NAME OF CARDHOLDER

FIRST

MIDDLE INITIAL

LAST

BIILLING ADDRESS:

ADDRESS

CITY

CITY

STATE

STATE

ZIP

ZIP

I authorize the State of Maine, Department of Professional and Financial Regulation, Office of Licensing and Registration to charge my ☐ VISA ☐ MASTERCARD the following amount: \$ _____

Card number:

XXXX-XXXX-XXXX-XXXX

Expiration Date

mm / yyyy

Signature

SIGNATURE

Date

DATE

NOTICE

PUBLIC RECORD: This application is a public record for purposes of the Maine Freedom of Access Law (1 MRSA §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.